

PERMIT APPLICATION PROCEDURE AND SUBMISSION OF PLANS FOR FOOD SERVICE ESTABLISHMENTS

(New and Remodeled)

In order to obtain a permit to operate a food service establishment, the following items must be submitted to the local health department (see [address list](#)) for review and approval:

1. A completed copy of the Commonwealth of Virginia [Application](#) for a Department of Health Permit.
2. A copy of the **construction plans and specifications** (refer to [General Construction Guidelines](#) for Food Service Establishments. Plans submitted must be complete as described in this publication. Plans that are incomplete or illegible will be returned to the applicant for correction.
3. A copy of the food establishments proposed **menu**.
4. The **state of delivery of food items** (example: chicken breasts, frozen breaded patties; shrimp, fresh; slaw, preshredded, etc.)
5. An **equipment list** (cut sheets) explaining the type, model, and specifications of equipment.
6. A **\$40 non-refundable plan review fee. A \$40.00 permit fee. Total fee due at time of submission is \$80.00.**

STEPS IN THE PLAN REVIEW PROCESS INCLUDE:

1. Plans and all attached materials will be reviewed by the Health Department, allow approximately 14 to 30 working days review of the plans depending upon the complexity of the proposed facility and follow-up required.
2. The Health Department during or following the plan review period may request a Plan Review Conference. This is an opportunity for the Health Department to present necessary changes or additions in the construction plans as proposed as well as “trouble shoot” the anticipated needs of the food service establishment. This is a menu-specific process that may assist you in avoiding operational difficulties in the future.
3. The Health Department may require pre-construction inspection of the facility. This also applies to facilities that are being remodeled and may be done as part of the plan review process.
4. All review comments and required changes will be returned to the applicant by certified mail, (Note: Be certain the Health Department has your correct mailing address).
5. A construction inspection will be conducted during the construction phase. **Any additions or changes in proposed plans must be submitted to the Health Department for approval as they occur.**
6. A final inspection will be conducted prior to opening for business after a Certificate of Occupancy has been issued by the local Building Official. A **permit fee of \$40** is required prior to opening. Upon *satisfactory* completion of the Health Department inspection, the establishment will be issued a permit and allowed to open.
7. The Annual Food Service Permit will not be issued to newly constructed or extensively remodeled establishments until the Building Official has issued a Certificate of Occupancy. A copy of the Certificate of Occupancy shall be forwarded to the Health Department.

OTHER AGENCIES TO CONTACT

Since the Health Department is only one of several agencies involved in the final approval and authorization of any proposed facility, we recommend that you contact the agencies listed below to find out if they will be involved: (Not in order of priority)

- Planning and Zoning
- Building Department
- Mechanical Inspection
- Electrical Inspection
- Plumbing Inspection
- Commissioner of Revenue (Licenses, etc.)
- ABC Board
- Fire Code Enforcement

Note: Approval in writing from any of the above agencies may be required for certain aspects of construction or approval prior to the issuance of the Annual Food Service Permit.

IMPORTANT: Existing establishments that are remodeled without Health Department approval will be expected to complete the above requirements before the Annual Food Service Permit is renewed.

Submission of Plans: Prior to the start of construction, two sets of plans and specifications for the construction of new food establishments or for alterations or additions to existing food establishments shall be submitted to the Environmental Health Section of the local health department. This is not only required by law, but may prevent costly changes or delays during construction.

Approval of Plans in writing is also a requirement prior to beginning construction. Since all food establishments are not alike and may have different operational requirements, this procedure will help us to better advise you.

As a minimum, all construction plans must contain the following items:

- 1) Floor plan of the establishment, drawn to scale and identifying all activity areas.
- 2) Layout (floor plan) of all equipment ([see Appendix A](#))
- 3) Complete equipment schedule stating manufacturer and model number of each item, and a method of identifying each item on the related drawing. ([Appendix B](#))
- 4) A copy of dishwashing machine operations and specifications manual when applicable (dishwashers are not required in food establishments but a three compartment is required).
- 5) Finish schedule of floors, walls, and ceiling, including the type of material used and color ([Appendix C](#)).
- 6) Details of water heaters, including manufacturer, model number, kilowatt or BTU output capacity, and recovery rate.
- 7) Location and type of all lighting fixtures including inside any walk-in refrigeration units (electrical diagram).
- 8) Location and type of all plumbing fixtures (plumbing diagram).
- 9) Location and type of refuse/garbage storage, and vermin control.

- 10) Details of air filtration/exhaust equipment, including the dimensions of the exhaust hoods, construction material, size, number and type of filters, cubic feet per minute (CFM), output of exhaust fans, size and number and type of ducts, provisions for make-up air and amount, and a drawing of the hood.
- 11) Occupancy or seating capacity of the facility.
- 12) For all food service establishments a sample menu is required.

For remodeling or limited construction plans; only pertinent items from the above list shall be required.

The plans do not have to be professionally prepared so long as the plans are legible and all the necessary for review has been included. The drawings must include the name and address of the establishment, the owner's name, address, telephone number, draftsman's name (if other than the applicant), scale of the drawing, and date.

It is important that the plans should contain as much information as possible. If it is not in the plans, it is not approved.

NEW ESTABLISHMENTS/ADDITIONS

When reviewing plans for **additions or remodeling** of existing establishments that would increase the **seating capacity**, the following items should be examined to assure that the capability of the facility would not be overburdened:

1. Adequate refrigeration space must be available for safe thawing, cooling, and storage of foods.
2. Adequate storage space.
3. Utensil washing and storage space is adequate.
4. Sufficient restroom facilities provided.
5. Adequate refuse/garbage disposal provided.
6. Food preparation equipment and operating space along with changes in traffic flow patterns.
7. Also, although it does not increase the need for seating, CATERING does possibly increase the need for ITEMS 1,2,3,6.

Other items that must be considered include parking availability, zoning requirements, building and fire codes.

GENERAL CONSTRUCTION GUIDELINES FOR FOODSERVICE ESTABLISHMENTS

The following list of categories will cover many of the situations but cannot be all-inclusive. If a special problem or question arises that is not covered by these guidelines, please contact our office for clarification.

WATER SUPPLY AND SEWAGE

Sufficient water from an approved source must be provided to meet the needs of the food service establishment. An approved method of sewage disposal must be available for all sewage disposal.

WALLS AND CEILINGS

The walls and ceilings, including non-supporting partitions, wall coverings, the ceilings of walk-in refrigeration units, food preparation and storage areas, equipment-washing and utensil-washing areas, toilet rooms and vestibules shall be as follows:

- Smooth, non-absorbent, and easily cleanable.
- Studs, joists, and rafters must not be exposed in the areas listed above.
- If exposed in other rooms or areas, they are to be finished to provide an easily cleanable surface.
- Utility service lines and pipes shall not be unnecessarily exposed on walls or ceilings in the areas listed above.
- The wall finish in areas of specialized use will be required to be appropriate for the use intended and with such restrictions as may be necessary for cleaning and maintenance.

FLOORS

1. Floors in food preparation and service areas, food storage, utensil washing areas, toilet rooms, walk-in refrigeration units, janitorial closets and sinks, or any other areas subject to splash or spillage are to be of a smooth, non-absorbent construction and easily cleanable.
2. Carpeting: Where approved, shall be constructed as to be easily cleaned and maintained. Carpeting is prohibited in food preparation, behind service bars, equipment and utensil washing areas, food storage areas, and toilet rooms.
3. Floor drains: Trapped floor drains are to be provided in floors that are water flushed for cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Such floors must be constructed only of sealed concrete, terrazzo, ceramic tile or similar materials, and shall be graded to drain.
4. Mats and Duckboards: Mats and duckboards shall be of non-absorbent, grease resistant materials and of such size, design, and construction as to facilitate their being easily cleaned. Duckboards shall not be used as storage racks.
5. Floor Junctures Between Walls and Floors: In all new or extensively remodeled establishments utilizing concrete, terrazzo, ceramic tile or similar floor materials and where water flush cleaning methods are used, the wall-floor juncture shall be coved and sealed. In all other cases, the juncture between walls and floors shall not present an open seam of more than 1/32 inch.
6. Exposed Utility Lines: Installation of exposed horizontal utility service lines and pipes on the floor is prohibited. Utility service lines and pipes shall be installed in a way that does not obstruct or prevent cleaning the floors.

LIGHTING

1. All lighting fixtures over buffet and salad bars areas, storage rooms, toilet rooms, and lavatories shall be a minimum of 20 foot-candles and shall be properly shielded or of an approved safety type.
2. Lighting for storage areas, dining rooms, and non-food preparation areas shall be a minimum of 10 foot-candles.
3. In areas where an employee is working with food or working with utensils or equipment such as knives, slicers, grinders, etc. , lighting must be 50 foot-candles minimum at the work surface

VENTILATION

All rooms shall be sufficiently ventilated to minimize excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Where ventilation for these conditions is necessary, it shall be **mechanically** vented directly outside.

Ventilation equipment over cooking equipment shall include a hood with a minimum overhang of nine inches, equipped with removable metal grease filters, effective ventilating fans, and exhausted to the outside air. Updraft systems are acceptable. Hoods shall be provided with lighting where necessary and such lighting shall be shielded or of an approved safety type. A matched make-up air system is recommended to eliminate negative air pressure within the kitchen area.

EQUIPMENT INSTALLATION AND LOCATION

1. Non-portable Table Mounted Equipment: Equipment that is table or counter mounted shall be sealed to the table countertop or elevated on legs with at least **four** inches of clearance space. Also, it shall be installed to facilitate cleaning of the equipment and adjacent areas.
2. Floor-mounted Equipment: Floor-mounted equipment, unless readily moveable, shall be sealed to the floor, installed on a raised platform of concrete or other smooth masonry in a way that meets all the requirements for sealing or floor clearance, or elevated on legs to provide at least a **six-inch** clearance space between the floor and equipment, except that vertically mounted floor mixers may be elevated to provide at least a **four-inch** clearance space between the floor and equipment if no part of the floor under the mixer is more than a **six-inch** distance from cleaning access.
3. Spacing of Equipment: Unless sufficient space is provided for easy cleaning between, behind, and above each unit of fixed equipment, the space between it and adjoining equipment, walls, and ceiling shall not be more than **1/32 inch**; or if exposed to seepage, the equipment shall be sealed to the adjoining equipment or adjacent walls or ceilings.
4. Equipment shall not be located under exposed or unprotected sewer lines or non-potable water supply lines.

EQUIPMENT AND UTENSIL MATERIALS

Equipment and utensil materials shall be constructed and repaired with safe materials, including finishing materials. They shall be corrosion resistant, non-absorbent, non-toxic, smooth, easily cleanable, and durable under conditions of normal use.

FOOD CONTACT SURFACES

All food contact surfaces shall be easily cleanable, smooth, free of breaks, open seams, cracks, chips, pits and similar imperfections. The food contact surfaces are to be free of difficult to clean internal and external corners and crevices.

REFRIGERATION EQUIPMENT

Refrigeration equipment shall be of adequate capacity to meet the maximum needs of the food establishment, and shall meet the following guidelines:

1. Maintain potentially hazardous foods at a temperature of 41° F. or lower.
2. Be equipped with numerical indicating thermometers prominently displayed (accurate to $\pm 3^{\circ}\text{F.}$)
3. Be properly drained for condensation and other waste liquids.
4. Adequate space should be anticipated for proper refrigerated thawing and cooling of potentially hazardous foods.

HOT STORAGE EQUIPMENT

Hot food storage equipment shall be of adequate capacity to meet the maximum needs of the food establishment, and shall meet the following guidelines:

1. Shall be capable of maintaining pre-heated potentially hazardous foods at a temperature of 135° F. or above.
2. Be equipped with numerical thermometers prominently displayed (accurate to $\pm 3^{\circ}\text{F.}$). Readily available product thermometers must be provided for equipment not designed to accept a thermometer in place.
3. Hot storage equipment *shall not* be used for reheating or cooking foods.

UTENSIL WASHING SINKS

The minimum requirement is a three-compartment sink with attached drainboards at each end. In large establishments additional sinks may be required. Additional requirements are as follows:

1. Drainboards or easily moveable dishtables of adequate size shall be provided for proper handling of soiled utensils prior to washing and for clean utensils following sanitizing and shall be located so as not to interfere with the proper use of the dishwashing facilities.
2. Adequate space for air-drying, separate from utensil storage areas needs to be provided, future expansion needs should also be considered. This is a consideration that is often neglected or underestimated.
3. The sink compartment size shall be large enough to submerge the largest utensils to be washed and sanitized.
4. Each sink compartment is to be provided with hot and cold running water.
5. If hot water sanitizing (180° F.) is used, a numerical indicating thermometer shall be readily available (accurate to $\pm 3^{\circ}\text{F.}$). If a chemical sanitizing agent is to be used, a suitable test-kit shall be provided for monitoring the concentration of that specific compound.
6. Sinks shall be of approved construction and materials and in good repair. **Dishwashing or food preparation sinks shall not be used for hand washing is prohibited.**

DISHWASHING MACHINES

1. They shall be equipped with an automatic detergent dispenser.
2. They shall be equipped with a pressure regulator and pressure gauge on the final rinse line.
3. Adequate size drainboards must be provided as needed.
4. The machines shall be equipped with numerical indicating thermometers for wash and rinse temperatures as needed.

5. The water pressure and temperature shall conform to the specifications for each individual model as provided by the manufacturer. **A specification plate shall be affixed to the machine.**
6. Dishwashing machines shall be provided with pre-wash capability to remove gross food particles from utensils prior to being placed in the machine.
7. Chemical sanitizing machines shall use an approved chemical and used at approved concentrations. A suitable test-kit shall be provided and readily available.
8. Dishwashing machines using hot water sanitizing shall provide ventilation or other approved means to relieve steam and condensation.

EQUIPMENT AND UTENSIL STORAGE

1. Utensils shall be air dried before being stored and shall be stored in a self-draining position.
2. Clean, sanitized equipment and utensils shall be stored at least **six inches** above the floor in a clean, dry location and in a way that protects them from contamination by splash, dust and other sources.
3. Adequate storage approved storage space and facilities shall be provided.

HANDWASHING FACILITIES

Convenient handwashing facilities shall be provided for all food handling areas and utensil washing areas. They shall be provided with hot and cold water, soap, and approved methods for hand drying. Sinks used for preparation of food or for washing equipment and utensils shall not be used for hand washing.

1. Convenient handwashing facilities shall be provided for all food preparation and utensil washing areas.
2. They shall be used for no other purpose.
3. Hand sinks are to be located or shielded to prevent splash to any adjacent equipment or food preparation areas.
4. The hand washing sinks are to be provided with hot and cold running water tempered by means of a mixing valve or combination faucet. Spring loaded or snap faucets are prohibited at lavatories in food preparation and utensil washing areas; except knee or foot-operated faucets that are self-closing, slow-closing, or metered will be allowed and said devices shall operate at full flow for a minimum of fifteen (15) seconds.
5. Each location shall be provided with soap or an approved hand cleaner, approved sanitary towels or hot air dryers, and trash receptacles.

STORAGE OF SUPPLIES

1. Storage space should be adequate to prevent congestion, and the storage area should be elevated at least **six (6) inches** above the floor to allow for cleaning and reduce the risk of contamination from floor level. The exception to this is metal pressurized beverage containers, cased food packaged in cans or other waterproof containers.
2. Food storage under exposed or unprotected sewer lines is prohibited.
3. Food storage in toilet rooms or vestibules is prohibited.

STORAGE OF POISONOUS AND TOXIC MATERIALS

Poisonous or toxic items necessary for the maintenance of the establishment consist of the following two categories:

1. Detergents, sanitizers, related cleaning or drying agents and caustics, acids, polishes, and other chemicals.
2. Insecticides, rodenticides, and related compounds.

The above items shall be stored and located physically separate from each other; poisonous or toxic materials, shall be stored in cabinets or in a similar physically separated place used for no other purpose, and to preclude potential contamination, shall not be stored above or intermingled with food, food equipment, utensils or single-service articles, except that this requirement does not prohibit the convenient availability of detergents or sanitizers at warewashing facilities.

Cleaning compounds, sanitizers, and other compounds intended for use on food-contact surfaces shall not be used in a way that leaves a toxic residue on such surfaces, or that constitutes a hazard to employees or other persons.

Poisonous or toxic materials shall not contaminate food, equipment, or utensils, nor be used in a way that constitutes a hazard to employees or other persons. Vector-bait stations shall be covered and conspicuously identified.

LAVATORY, JANITORIAL, AND PREMISES MAINTENANCE

RESTROOMS

1. The restrooms are to be completely enclosed with self-closing doors.
2. Convenient handwashing facilities are to be provided for all restrooms.
3. All restrooms shall have at least one trash container including at least one container with a covered lid in women's restrooms.
4. All restrooms will be vented to the outside and are required to meet Virginia Uniform
5. The restrooms shall be located to permit access by patrons without passing through areas where food is prepared, stored, or where utensils are washed or stored.

VERMIN CONTROL

1. All outer openings to food establishments shall be effectively screened or provided with other approved and effective means to prevent entry into the establishment by flies and other insects, such as controlled air currents, air curtains, or positive pressure make-up air systems.
2. Screen doors shall open outward and shall be self-closing.
3. Establishments shall be constructed and maintained to prevent the entry of rodents and other vermin.

STORAGE OF PERSONAL ITEMS:

1. Adequate storage areas shall be provided for employee's personal belongings and shall be separate from the food operation. A designated area shall be provided for changing clothes.
2. Lockers, if provided, shall be designed to prevent articles from being stored on top of them.

LIVING AREAS:

No operation of a food service establishment shall be conducted in any room used as living or sleeping quarters. Food service operations shall be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors.

LAUNDRY FACILITIES:

1. Laundry facilities in a restaurant shall be restricted to the washing and drying of linens, cloths, uniforms and aprons necessary to the operation. Laundered items may be machine dried on the premises (drier must

vent outside). When air drying, an enclosed area away from the food preparation and storage areas must be used.

2. Laundry machines must be located in separate rooms with the exception that these operations may be conducted in storage rooms containing only packaged food or packaged single-service items.

DOMESTIC RESTAURANTS:

Any public restaurant operation conducted in a private residence (such as catering, etc.) shall be required to have a separate food operation area from the existing domestic kitchen area. The food operation area shall be separated from other domestic areas by complete partitioning and solid self-closing doors.

JANITORIAL FACILITIES:

1. A mop sink or curbed floor drain shall be provided as a utility for cleaning refuse containers, mops, and disposal of mop water or other similar liquid waste. Hot and cold running water must be provided at each site.
2. The use of lavatories, utensil washing or food preparation sinks **is not permitted** for these purposes.

GARBAGE/REFUSE/RECYCLABLES STORAGE AND DISPOSAL:

1. Storage outside the establishment shall be in approved, covered containers or dumpsters. The containers must be insect and rodent proof.
2. Plastic garbage bags are not to be used for outside storage, except as liners.
3. Containers stored outside must be on or above a smooth, impervious, cleanable surface.
4. The cleaning of containers and disposal of garbage and refuse is to be at a frequency to prevent insect and rodent attraction. Each container must be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils, or food preparation areas.
5. The number of containers available shall be sufficient to hold all the garbage that accumulates during peak usage periods.

Hand-drawn floor plan of a room with numbered items 1 through 30. The plan includes a 'STORAGE ROOM' on the left, 'LADIES' and 'MEN'S' restrooms at the top left, and a central area with various furniture and equipment. A scale bar at the top indicates a length of 28 units. A vertical scale bar on the right indicates a height of 30 units. The layout includes several rectangular tables, a long counter, a sink area, and various storage units and equipment labeled with circled numbers.

Scale: $\frac{1}{4}$ " = 1 ft.

APPENDIX B

EXAMPLE OF EQUIPMENT SCHEDULE CORRESPONDING TO FLOOR PLAN

- 1. DINING TABLES**
- 2. CASH REGISTER**
- 3. COUNTER**
- 4. COUNTER**
- 5. STOOLS**
- 6. COFFEE/TEA**
- 7. BEVERAGE DISPENSOR**
- 8. DRAFT BEER BOX**
- 9. ICE BIN**
- 10. TABLE**
- 11. BACK BAR (UTENSIL STORAGE, ETC.)**
- 12. HANDBASIN**
- 13. TOILET**
- 14. HANDBASIN**
- 15. HOOD**
- 16. STOVE**
- 17. DEEP FRYER**
- 18. TABLE**
- 19. MICROWAVE OVEN**
- 20. SANDWICH UNIT**
- 21. HANDBASIN**
- 22. 3-COMPARTMENT SINK WITH DRAINBOARDS**
- 23. SHELVES**
- 24. WALK-IN REFRIGERATOR**
- 25. STORAGE RACKS**
- 26. MOP SINK**
- 27. FREEZER**
- 28. REACH-IN REFRIGERATOR**
- 29. TABLE**
- 30. SLICER**

APPENDIX C

INTERIOR FINISHES (Example)

WALLS

1. Dining room- wood paneling
2. Storage room- painted sheetrock
3. Toilet room- Formica
4. Kitchen wall (under hood)- stainless steel
5. Kitchen wall – FRP

FLOORS

1. Dining room- carpet
2. Front counter service area- tile (ASB)
3. Storage room- tile (ceramic)
4. Toilet rooms- tile (vinyl)
5. Kitchen- tile (ceramic)

CEILING

1. Dining room- acoustical (drop-in)
2. Counter service area- smooth tile (drop-in)
3. Storage room- sheet rock, painted
4. Toilet rooms- sheet rock, painted
5. Kitchen- smooth tiles (drop-in)

NEW RIVER HEALTH DISTRICT
LOCAL HEALTH DEPARTMENTS

Floyd County Health Department

123 Parkview Road NE
Floyd VA 24091
Phone: (540) 745-2142
Fax: (540) 745-4929

Giles County Health Department

1 Taylor Street #4
Pearisburg, VA 24134
Phone: (540) 235-3135
Fax: (540) 921-1335

Montgomery County Health Department

210 S. Pepper St. Suite A
Christiansburg, VA 24073
Phone: (540) 585-3300
Fax: (540) 381-7109

Pulaski Environmental Health Department

143 3rd Street NW-Suite 4
Pulaski, VA 24301
Phone: (540) 440-2166
Fax: (540) 994-5039

Radford City Health Department

220 East Main St.
Radford, VA 24141
Phone: (540) 267-8255
Fax: (540) 831-6109

Application for a Virginia Department of Health Foodservice Establishment Permit
(eff. 10/2026)

Annual Permit Fee: \$40.00

Section 1: Establishment Information

Type of Application:

☐ New* ☐ Renewal ☐ Change of Name ☐ Change of Ownership* ☐ Remodel*

*If New, Change of Owner, or Remodel is selected above a Plan Review Application may be required with your Permit Application

Type of Establishment: ☐ Full-Service Restaurant ☐ Fast Food ☐ Caterer ☐ Carry Out
☐ Continental Breakfast ☐ Convenience Store Food Service ☐ Correctional Facility
☐ Mobile Unit ☐ Commissary ☐ Educational Facility Food Service ☐ Hospital Food Service
☐ Child Care Food Service ☐ Long Term Care and Other Custodial Living Centers
☐ Summer Camp Food Service ☐ Vending ☐ Other Describe:

Establishment Name: _____

Physical Address or Vehicle Identification Number (VIN) (if applicable): _____

Phone Number: _____

Email Address: _____ Website Address: _____

Section 2: Owner/Business Contact Information

A. Ownership/Business Information

Food Service Establishment Owner is a/an: ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☐ Corporation ☐ Limited Liability Company ☐ Business Trust ☐ Nonprofit ☐ Other

Registered Business name(s) and/or ID number: _____

Corporations, limited liability company, and other business types must register with the VA State Corporation Commission to do business in the Commonwealth of Virginia. Contact the SCC's office (Toll free: 1-866-722-2551 or Call Center (804) 371-9733) for information about obtaining a business entity ID, or Registered Agent requirements.

Owner(s) Name(s): _____

Owner/Business Address(s): _____

Owner/Business Phone: Cell: _____ Home: _____ Business: _____

Owner/Business Email(s): _____

Contact Preference: ☐ Phone or ☐ Email

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B. Billing Information

Billing Contact Name: _____

Billing Address: _____

Billing Phone: _____

Billing Email: _____

Do you authorize VDH to send invoicing via email? ☐ Yes or ☐ No

Section 3: Establishment & Operation Details

Water Supply:

☐ Public, Public Water System Name and/or ID# (PWSID): _____

☐ Private, attach water sample results for nitrate and total coliform (Section 6)

Sewage Disposal:

☐ Public, Approved Public Facility Name: _____

☐ Private, attach a copy of the system operation permit (Section 6)

Hours of Operation Details

Month(s) of Operation (Circle months below):

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Day(s) of Operation (Circle days below):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours of Operation:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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Section 4: Food Applications

A. Certified Food Protection Manager (CFPM) Information (if applicable)

Does the establishment have a Certified Food Protection Manager (CFPM)? ☐ Yes or ☐ No

If yes, attach a copy of the certificate (Section 6)

B. Establishment Details:

Does this food establishment offer catering? ☐ Yes or ☐ No

Does your food establishment offer a commissary services to others? ☐ Yes or ☐ No

Does your food establishment use a commissary? ☐ Yes or ☐ No

Commissary Name & Address (if applicable): _____

Maximum Seating Capacity (both indoor and outdoor seating): _____

Smoking Status: ☐ Smoke-Free ☐ Designated Area ☐ Outdoor Area ☐ Exempt

Wastewater Grease/Oil Removal: ☐ Interior Trap ☐ Exterior Trap ☐ None ☐ Other

Trash Removal: ☐ Public ☐ Commercial - Pickup Frequency: _____

Do you have a written employee health policy? ☐ Yes ☐ No

If yes, attach a copy of the employee health policy (Section 6)

C. Food Operation Process:

Review the food processes below and select the one that best describes the most complex food item prepared at your establishment:

☐ No Cook Step:

- Receive > Store > Prepare > Hold > Serve

☐ Food Preparation for Same Day Service:

- Receive > Store > Prepare > Cook > Hold > Serve
- Ambient cooling allowed

☐ Complex Food Preparation:

- Receive > Store > Prepare > Cook > Cool > Reheat > Hot Hold > Serve

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Check all that apply to your establishment:

☐ Establishments Serving a Highly Susceptible Population:

- Includes preschools, hospitals, nursing homes

(Note: This does not apply to childcare or custodial facilities that only reheat commercially processed, ready-to-eat TCS** food for immediate service. ***"Time/temperature control for safety food" or "TCS food" means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

☐ Establishments Conducting Specialized Processes:

- Includes activities such as smoking, curing and reduced oxygen packaging for extended shelf-life

Section 5: Applicant Certification

I/we attest to the accuracy of the information provided, affirm to comply with the Virginia Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Print Name: _____

Signature: _____

Title: _____

Date: _____

Section 6: Attachments (if applicable)

☐ Current Menu ☐ Certified Food Protection Manager Certificate (CFPM)

☐ Commissary Agreement ☐ Written Employee Health Policy

☐ Private Sewage Disposal System Operation Permit ☐ Private Well Water sample results
(Nitrate and total coliform) ☐ Other